

Visioneer®
OneTouch® 5300 Series
for USB and Parallel
Installation Guide

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FCC Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

TABLE OF CONTENTS

Welcome	1
Please Use the Proper Section of this Manual	1
What's in the Box	1
Part 1: Installation	2
Installing the 5300 USB Scanner	2
What You Need	2
Getting the PaperPort Software User's Guide	2
The OneTouch 5300 USB Scanner	3
Getting Help	4
STEP 1: Installing the PaperPort Software	4
STEP 2: Connecting the Scanner to the Computer	6
Installing the 5300 Parallel Scanner	8
What You Need	8
Getting the PaperPort Software User's Guide	8
The OneTouch 5300 Parallel Scanner	9
Getting Help	10
STEP 1: Connecting the Scanner to the Computer	10
STEP 2: Installing the PaperPort Software	13
Checking It Out	14
If the Scanner Is Not Properly Connected	15
Part 2: Scanning	17
Three Ways to Scan	17
Scanning By Pressing the OneTouch Buttons	18
Scanning from the Screen	19
About the OneTouch Buttons	20

Changing the Button Settings	21
Selecting Properties	23
Getting Help with the Buttons	23
Adjusting Scan Settings and Page Settings	24
Scanning from the PaperPort Software	28
Scanning an Item with the Twain Button	29
The Predefined Scan Settings	33
Adjusting the Brightness and Contrast	34
Cleaning the Scanner Glass	35
Visioneer OneTouch 5300 Scanner Specifications	36

WELCOME

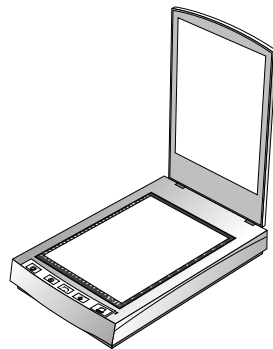
Congratulations on purchasing your Visioneer OneTouch 5300 flatbed scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

PLEASE USE THE PROPER SECTION OF THIS MANUAL

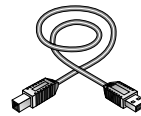
This manual contains installation instructions for both models of the OneTouch 5300 scanner—the 5300 USB scanner and the 5300 Parallel scanner. Please make sure that you refer to the proper set of instructions for your scanner model.

WHAT'S IN THE BOX

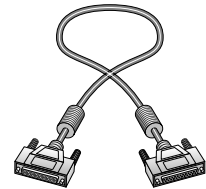
Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer OneTouch 5300 Scanner



USB cable
(5300 USB
scanner only)



Parallel cable
(5300 Parallel
scanner only)



Software CD



Installation Guide



Power supply

Part 1: Installation

INSTALLING THE 5300 USB SCANNER

This section of the manual contains instructions for the OneTouch 5300 USB. Please see “Installing the 5300 Parallel Scanner” on page 8 if you’re using a OneTouch 5300 Parallel.

WHAT YOU NEED

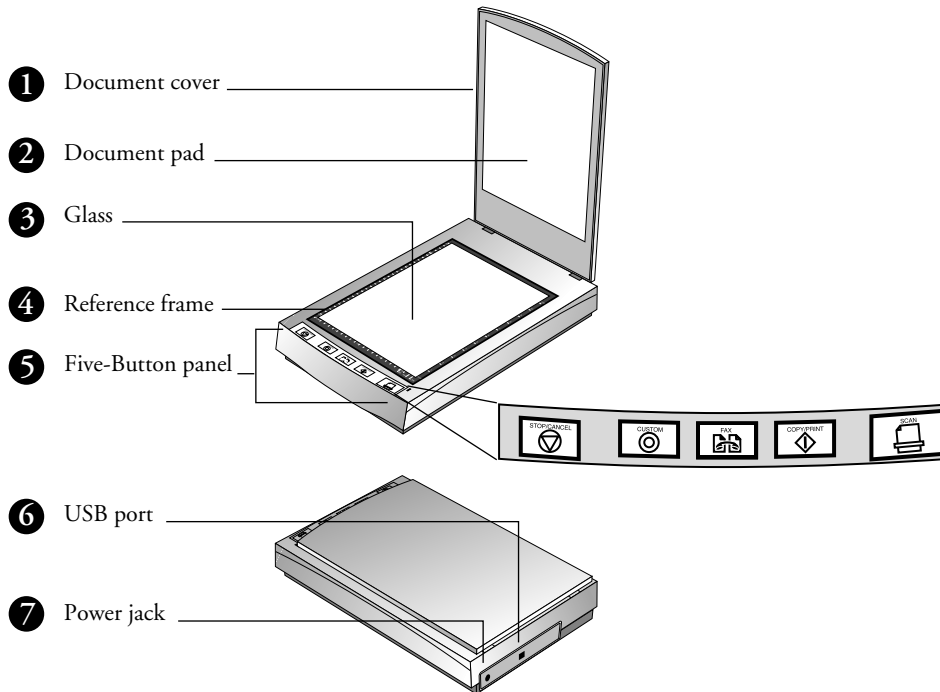
To use the 5300 USB scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 98
- One available Universal Serial Bus (USB) port on your computer
- 16 megabytes (MB) or more of available internal memory (RAM)
- 35 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels. To set your monitor’s colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

GETTING THE PAPERPORT SOFTWARE USER’S GUIDE

The CD also includes your *PaperPort User’s Guide*. This guide provides more detailed information about the PaperPort software’s features. Please see the CD to view or print the guide. The guide is also available at Visioneer’s web site at www.visioneer.com.

THE ONETOUCH 5300 USB SCANNER



- 1 **Document cover.** Close the document cover after placing items on the scanner glass.
- 2 **Document pad.** Helps to secure the document in place on the scanner glass.
- 3 **Glass.** Place items face down on top of the glass, in the upper left corner.
- 4 **Reference frame.** Place items face down within this frame. Both inches and centimeter markings appear along the border of the frame.
- 5 **Five-Button panel.** Press a OneTouch button to scan, print/copy, fax, convert items to text, or scan and open PaperPort-supported applications on your computer.
- 6 **Universal Serial Bus (USB) port.** Plug one end of the USB cable into this port, plug the other end into the computer's USB port.
- 7 **Power jack.** Plug the scanner power cord into this jack.

Note: The scanner does not have an on/off switch. The power is on as soon as you start your computer.

GETTING HELP

The PaperPort software includes a complete set of help topics that answer questions about the scanner and its software.

To get help while using the PaperPort software:

- Press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window.

Tip: If you don't find the answers in the help or User's Guide, see the technical support card that you received with your scanner.

STEP 1: INSTALLING THE PAPERPORT SOFTWARE

Note: You must install the PaperPort software **before** you connect the Visioneer OneTouch 5300 USB scanner to the computer. Otherwise the correct program to run your scanner will not be installed and it may not scan properly.

The PaperPort CD includes all the PaperPort software files.

The CD also includes the *PaperPort User's Guide*, the manual for the PaperPort software. You can read the guide while the CD is running, or print a copy directly from the CD to your printer.

To install the PaperPort software:

1. Start Microsoft Windows 98 and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.

Note: If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the autorun option on your computer is turned off. Click the Windows 98 icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

3. Follow the instructions on the screen to install the PaperPort software on your computer. Later, after the scanner is working, you can install the other applications provided on the CD.
4. During installation, a message will tell you to connect the scanner to the computer.



5. Follow the steps in the next section to connect the scanner. When you're finished, click **OK** in the dialog box above.

STEP 2: CONNECTING THE SCANNER TO THE COMPUTER

The Visioneer OneTouch 5300 USB scanner connects to any available USB port. Check your computer's manual for its USB port locations.

Note: You do not have to shut off the power to your computer when connecting the Visioneer 5300 USB scanner.

To connect the Visioneer 5300 USB scanner:

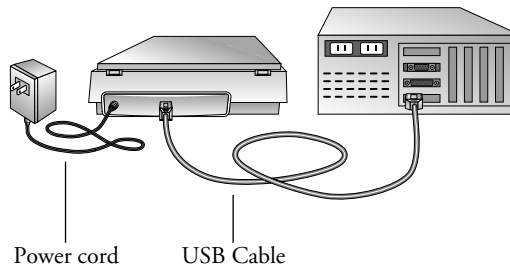
1. Plug one end of the USB cable into an available USB port.

Some newer computers also have keyboards with USB ports. You can plug the 5300 USB scanner into the keyboard instead of the USB port on the computer.
2. Plug the other end of the USB cable into the USB port on the back of the scanner.

If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

3. Plug the power adapter cable into the jack on the scanner.
4. Plug the power adapter into an AC (wall) outlet.

The following diagram shows the scanner connected to a computer.



A dialog box appears saying the USB scanner has been found.

When you plug the scanner's power adapter into a wall outlet an amber light on the front of the scanner comes on indicating that the scanner is receiving power. The light remains amber until the scanner and computer are communicating properly. Then the light turns green.

That completes the steps to connect your scanner to the computer.

5. When the software installation is finished, remove the CD from the computer and store it in a safe place.
6. Please turn to "Checking It Out" on page 14 to continue setting up your Visioneer OneTouch 5300 USB scanner.

Note: The scanning lamp under the scanner's glass remains lit so you don't have to wait for it to warm up each time you want to scan. This is normal even after the computer is turned off. To conserve electricity and prolong the life of the scanner, the lamp automatically powers down after a period of non-use.

INSTALLING THE 5300 PARALLEL SCANNER

This section of the manual contains instructions for the Visioneer OneTouch 5300 Parallel scanner.

WHAT YOU NEED

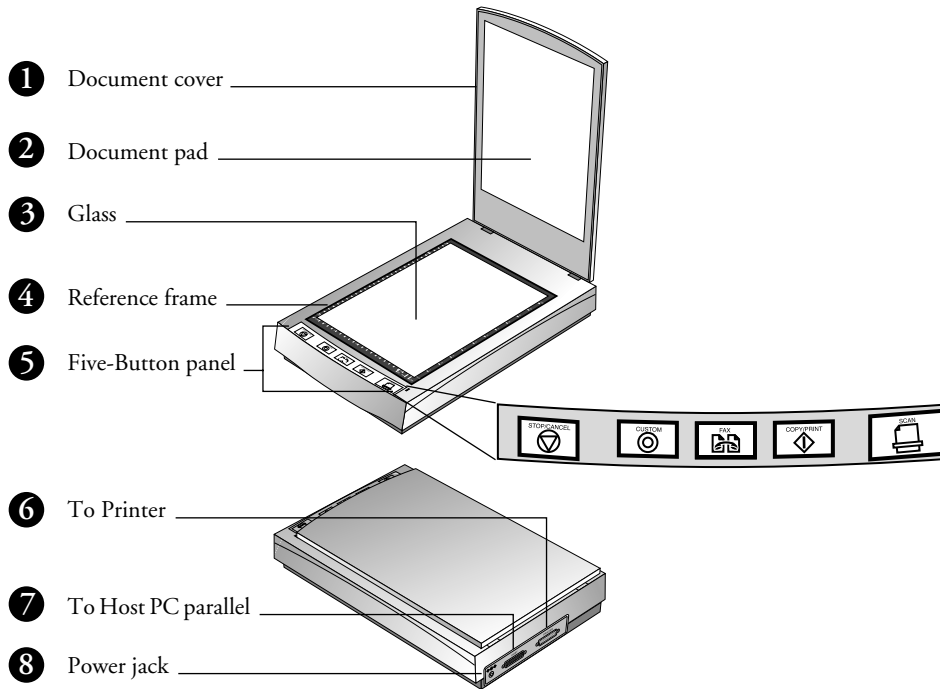
To use the 5300 Parallel scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or higher
- Microsoft Windows 95, Windows 98, or Microsoft NT 4.0
- One available parallel (LPT) port on your computer
- 16 megabytes (MB) or more of available internal memory (RAM)
- 35 MB of free hard disk space
- A VGA or SVGA monitor. Recommended monitor setting for color is as many colors as possible—High Color (16-bit), True Color (24-bit), or 32-bit if your monitor has that capability. Set resolution to at least 800 by 600 pixels. To set colors and resolution, open the Windows Control Panel, double-click Display, and click Settings.
- A CD-ROM drive

GETTING THE PAPERPORT SOFTWARE USER'S GUIDE

The CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about the PaperPort software's features. Please see the CD to view or print the guide. The guide is also available at Visioneer's web site at www.visioneer.com.

THE ONETOUCH 5300 PARALLEL SCANNER



-
- 1 **Document cover.** Close the document cover after placing items on the scanner glass.
 - 2 **Document pad.** Helps to secure the document in place on the scanner glass.
 - 3 **Glass.** Place items face down on top of the glass, in the upper corner next to the buttons.
 - 4 **Reference frame.** Place items face down within this frame. Both inches and centimeter markings appear along the border of the frame.
 - 5 **Five-Button panel.** Press a OneTouch button to scan, print/copy, fax, convert items to text, or scan and open PaperPort-supported applications on your computer.
 - 6 **To Printer.** Plug your printer cable into this port.
 - 7 **To Host PC parallel.** Plug the cable that connects the scanner to the computer into this port.
 - 8 **Power jack.** Plug the scanner power cord into this jack.
-

Note: The scanner does not have an on/off switch. The power is on as soon as you start your computer.

GETTING HELP

The PaperPort software includes a complete set of help topics that answer questions about the scanner and its software.

To get help while using the PaperPort software:

- Press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window. The help topics cover the PaperPort software and the scanner.

Tip: If you don't find the answers in the help or User's Guide, see the technical support card that you received with your scanner.

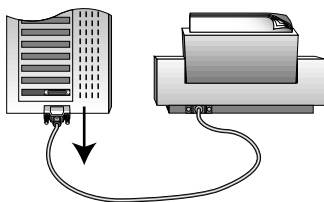
STEP 1: CONNECTING THE SCANNER TO THE COMPUTER

The Visioneer OneTouch 5300 Parallel scanner connects to any available parallel (LPT) port on the back of your computer.

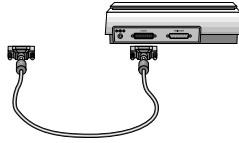
Note: Please follow the sequence of steps in this section. Do not connect the power cable until all other connections are complete.

To connect the 5300 Parallel scanner:

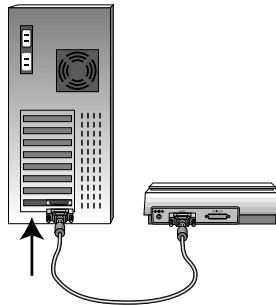
1. Save any open files, and then shut down Windows.
2. Turn off the power to your computer.
3. If a printer cable is attached to your computer's parallel port, unplug the cable from the computer. If you don't have a printer attached to your computer, skip this step.



4. Plug one end of the scanner cable into the port on the back of the scanner marked “Host.”

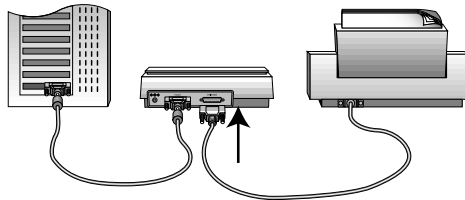


5. Plug the other end of the scanner cable into the parallel port on the back of your computer.

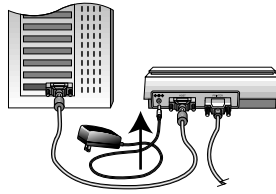


On some older computers the serial port and parallel port both have 25-pin connectors that fit the scanner cable. Please make sure you plug the scanner cable into a parallel port.

6. If you unplugged a printer from the parallel port earlier, plug it into the “Printer” port on the scanner.

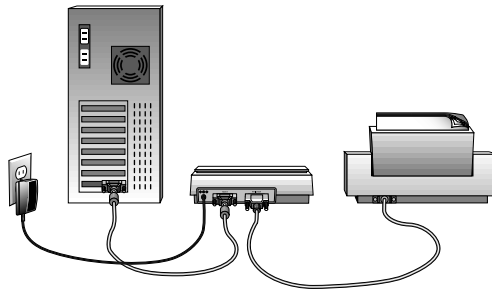


7. Plug the power adapter cable into the jack on the scanner.



8. Plug the power adapter into an AC (wall) outlet.

The following diagram shows the completed cable connections.



When you plug the scanner's power adapter into a wall outlet an amber light on the front of the scanner comes on indicating that the scanner is receiving power. The light remains amber until the scanner and computer are communicating properly. Then the light turns green.

9. Turn on your computer. You're now ready to install the software.

Note: The scanning lamp under the scanner's glass remains lit so you don't have to wait for it to warm up each time you want to scan. This is normal even after the computer is turned off. To conserve electricity and prolong the life of the scanner, the lamp automatically powers down after a period of non-use.

STEP 2: INSTALLING THE PAPERPORT SOFTWARE

The PaperPort CD includes all the PaperPort software files.

The CD also includes the *PaperPort User's Guide*, the manual for your PaperPort software. You can read the guide while the CD is running, or print a copy directly from the CD.

To install the PaperPort software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.

Note: If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the autorun option on your computer is turned off. Click the Windows 95 icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

3. Click the **PaperPort Software** button and follow the instructions on the screen.

After the PaperPort software is installed on your computer, you can click the appropriate buttons on the CD to install the other applications provided on the CD, or read and print the *PaperPort User's Guide* documentation.

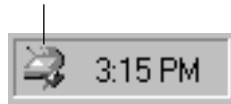
4. When you're finished installing the software, remove the CD from the CD drive.
5. That completes the installation of the hardware and software. Please see "Checking It Out" on page 14 to continue setting up your Visioneer OneTouch 5300 Parallel scanner.

CHECKING IT OUT

This section of the manual applies to both models of the Visioneer OneTouch scanner—the 5300 USB scanner and the 5300 Parallel scanner.

The OneTouch scanner software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner icon looks like the one shown in the figure, the scanner is properly connected.

Scanner Icon

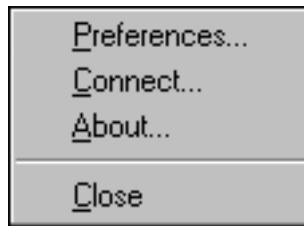


If the icon has a red X through it, the scanner is not properly connected. Please see the next section, “If the Scanner Is Not Properly Connected,” for the steps to fix the problem.

To check the status of the scanner:

1. Put the mouse pointer on the scanner icon on the Windows taskbar.
2. Click the icon with the right mouse button.

The shortcut menu appears.



3. Choose **About** from the shortcut menu.

A dialog box confirms that the scanner is connected properly. The About dialog box shown below is for the 5300 USB scanner. The dialog box for the 5300 Parallel scanner is similar.



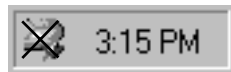
4. Click OK to close the dialog box.

That's it. Your scanner is ready to scan.

See "Scanning By Pressing the OneTouch Buttons" on page 18.

IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it as shown in the figure, the scanner is not properly connected.



Check the following possible problems:

- *Is a cable loose or not plugged in securely?* Inspect all cable connections. Make sure all the cables are plugged in securely.
- *Is the scanner's power light on?* If it isn't, plug the power adapter into another electrical outlet.
- *Are you using an older computer that has 25-pin connectors for both serial and parallel ports?* You may have plugged the scanner cable into a serial port instead of the parallel port. Remove the scanner cable from the serial port and plug the cable into the parallel port.
- *If you are using the Visioneer OneTouch 5300 Parallel scanner, are other devices "daisy-chained" to the parallel port?* If so, the scanner must be the first one connected to the computer (with the exception of a Zip drive or SyQuest drive which must be connected directly to the

computer and the scanner then connected to the drive). Plug the scanner into the computer's parallel port first, then plug the next device into the scanner.

- *Did you restart the computer after installing the software?* If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner.

To connect the scanner:

1. After checking all of the above problems, place the mouse pointer on the scanner icon with the red X over it and click the right mouse button.

The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

The software finds the scanner and makes the connections. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for the numbers to call to receive technical assistance.

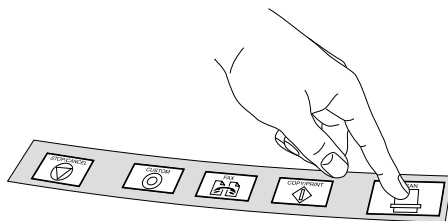
Part 2: Scanning

THREE WAYS TO SCAN

You can scan items by pressing a OneTouch button, clicking a button on the screen, or from the PaperPort software (or other Twain software).

- **Scan with the Scanner Buttons**

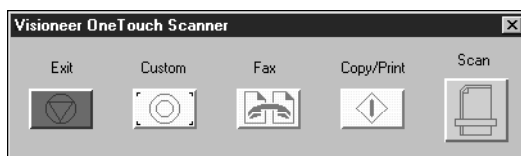
Press a button on the scanner's front panel.



- **Scan from the Screen**



Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen.



- **Scan from the PaperPort Software (or Other Twain Software)**



To scan from the PaperPort software, start the software then click the Twain icon on the PaperPort Command Bar. To scan from other Twain software, choose **Acquire** from the software's **File** menu.

The Visioneer Scan Manager appears so you can Preview the scanned image, make any adjustments, and then scan the final image. See "Scanning an Item with the Twain Button" on page 29 for details.

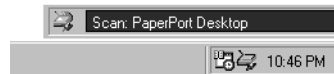
SCANNING BY PRESSING THE ONETOUCH BUTTONS

Pressing a scanner button scans the item and then sends the image either to the printer to print, or to a software application on your computer.

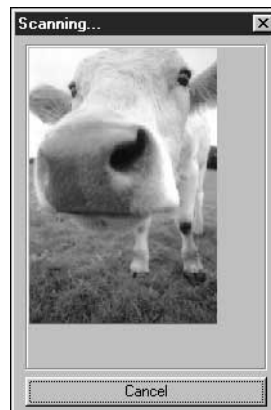
To scan with a button:

- Place an item to scan on the glass, face down, and press one of the scanner buttons.

The scanner starts scanning the item. A message just above the Windows taskbar shows the destination application of the scanned image. In the sample below, the scanned image will appear on the PaperPort Desktop.



A window on the screen also shows the progress of the scanning as illustrated by this example of a photograph being scanned:



When the scan is complete, the scanned image appears in the destination software.

SCANNING FROM THE SCREEN

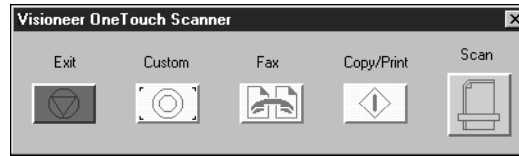
Scanning from the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item and then sends the image either to the printer to print, or to a software application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

To scan from the screen:



1. Place an item to scan on the glass, face down, and click the scanner icon on the Windows taskbar.

The scanner button panel appears on the screen.



2. Click the button you want to use to scan.

Clicking a button on the screen scans the item just like pressing a button on the scanner.

The scanner starts scanning the item, the messages about the scanning appear just above the Windows taskbar, and the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination software.

ABOUT THE ONE TOUCH BUTTONS

The OneTouch buttons are pre-configured to scan items at various settings, and then send the scanned image to a pre-selected software application. You can change the settings for each button except the Stop/Cancel button. See “Changing the Button Settings” on page 21.



The following table lists the pre-configured settings of the scanner's buttons:

Button	Pre-Configured Settings
Scan	Displays the scanned item in PaperPort Scan setting: 8.5" x 11" Color Photo Resolution: 100 dpi
Copy/Print	Prints the scanned item on Printer/Copier Scan setting: Black and white Resolution: Your printer's or copier's default resolution
Fax	Displays the scanned item in your Fax software Scan setting: Black and white Resolution: Your fax machine's default resolution
Custom	Converts the item's text to word processing text and displays the text in Windows Notepad.
Stop/Cancel	Cancels the scan in progress.

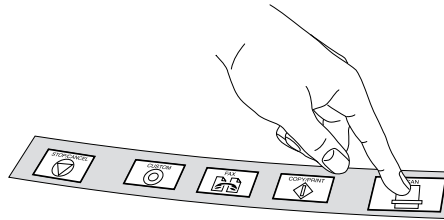
Note: If a button is not pre-configured—for example, if your computer does not have fax software installed so the fax button cannot be pre-configured—a dialog box appears to remind you to configure that button manually.

CHANGING THE BUTTON SETTINGS

Each button setting can be changed to optimize the scanner for the type of scanning you want to do.

To change a button's settings:

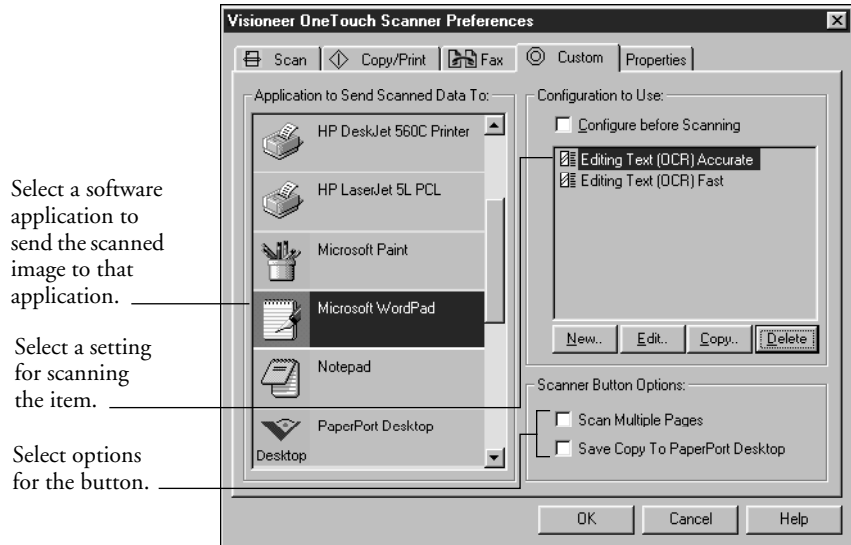
1. Press and *hold down* the button that you want to change (except the Stop/Cancel button).



The Preferences dialog box appears. The tabs on the dialog box correspond to the buttons (except Properties).

The selections on the dialog box show the current settings for the button. For example, the following figure shows a sample of current settings for the Custom button because the Custom tab is selected.

In the following sample, the Custom button is set up to scan the item with the configuration named Editing Text (OCR) Accurate, and then after the scanning is finished, to open Microsoft WordPad to display the converted text of the scanned image.



2. Click the tab of the button you want to change, if it isn't already selected.
3. Scroll the list of Application to Send Scanned Data To and click the new application you want to use to view and work with the scanned image.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected application.

4. Click a selection in the Configuration to Use list to choose a new scan setting for the selected scanner button.

The configurations in the list are pre-set for the application you select in the application list. If you select another application, the configurations are for that application.

If you want to select a configuration prior to scanning, click the option, **Configure before Scanning**. Then, when you press a scanner button, the Visioneer Scan Manager appears first and you can select a configuration before scanning.

5. Select the **Scanner Button Options** for the button.
6. Click **OK**.

Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new application.

Note: The Preferences dialog box is also available from the scanner icon on the Windows taskbar. Click the icon with the right mouse button, then choose **Preferences** from the shortcut menu. The panel representing the scanner buttons appears. Click a button on the panel with the right mouse button (don't click with the left mouse button; clicking with the left mouse button starts scanning). A dialog box shows the current settings. Click the **Edit** button on that dialog box. The Preferences dialog box appears.

SELECTING PROPERTIES

Clicking the Properties tab on the Preferences dialog box displays a list of options and settings for customizing the scanner, and provides a direct link to Visioneer's web site. Please see the Help information for a complete description of the Properties.

GETTING HELP WITH THE BUTTONS

The software for scanning with the buttons includes Help information. That information describes each feature of the software and answers questions about the how to configure the buttons for the best scanning.

To get help with the OneTouch buttons:

- Click the **Help** button on the Preferences dialog box or on the other dialog boxes that you use to select options for the buttons.

ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

If you're scanning using a scan configuration that you define yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

Note: You can only adjust the settings for scan configurations that you define yourself. You cannot change the scan settings or page settings for any of the pre-defined scan configurations.

To adjust the scan settings and page settings:

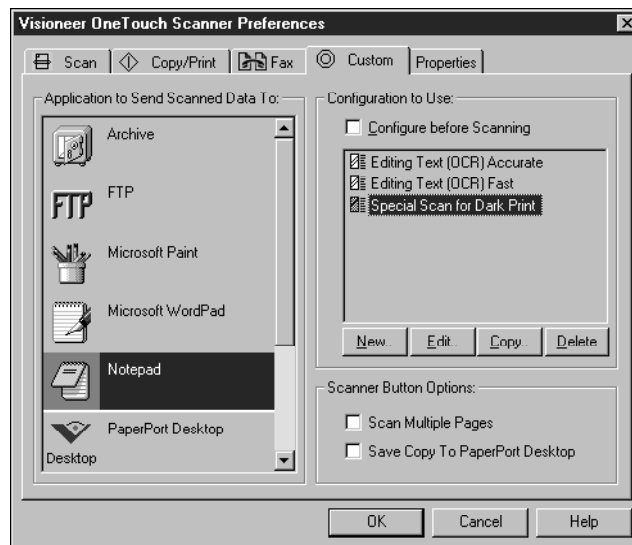
1. Press and hold down a button on the scanner.

The Preferences dialog box appears.

The selected tab on the dialog box corresponds to the button you pressed. You can click the other tabs for the other buttons.

2. In the Configuration to Use list, click the configuration that you want to adjust.

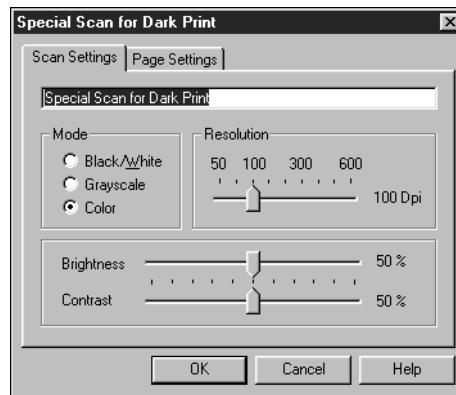
For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).



Note: You cannot edit or change the pre-defined configurations. To make a change, you need to create a new configuration or copy an existing one and give it a new name.

3. If you haven't defined a configuration yet, click the **New** button to create a new configuration. You can also select one of the predefined configurations and then click the **Copy** button to copy it.
4. Click the **Edit** button.

The dialog box for adjusting the scanning for the selected configuration appears.



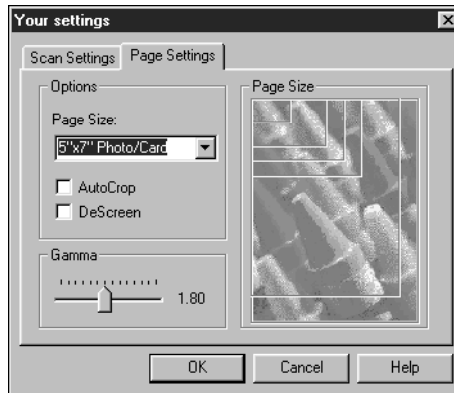
5. Enter a name for the new configuration.
6. Adjust the scanning options that you want.

Mode—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi, the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.

7. Click the Page Settings tab to adjust the scan page settings.



Page Size—Choose one of the page sizes from the drop-down list. The outlines on the picture represent the various page sizes. Clicking on one of those outlines also selects it as the page size for the scan. If you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions for your scan in those boxes.

AutoCrop—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

DeScreen—Select this option when scanning a picture from a newspaper or magazine article, or other item that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs.

Gamma—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

8. Click **OK**.

The Preferences dialog box reappears. Make sure the configuration you just defined is selected.

9. Click **OK** on the Preferences dialog box.

The new configuration and its adjusted settings now apply to the button.

Note: If you select the Copy/Print or Fax button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using the scanner's buttons, you can scan directly from the PaperPort software. This is particularly helpful when you're using PaperPort to file and save your scanned items.

Note: You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

To scan from PaperPort, you must first do a one-time-only set up of the software.

To set up the PaperPort software with the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.
2. From the **File** menu, choose **Select Source**. The Select Source dialog box appears, listing your Visioneer OneTouch 5300 scanner (as well as all other Twain devices installed on your computer).



3. Choose the Visioneer OneTouch 5300 scanner option, then click **Select**.

Note: You don't need to set up the scanner again unless you change the source to some other Twain device, such as a digital camera.

SCANNING AN ITEM WITH THE TWAIN BUTTON

The following procedure provides the basic steps for scanning an item using the Twain button in the PaperPort software. You can scan many types of items, from small business cards to A4-sized pages.

Note: Your Visioneer OneTouch scanner is initially set to scan from the PaperPort software with the setting Color Document—Faster. To scan a black-and-white image, select one of the other settings. To scan at a higher resolution for a color image, select Color Document—Better Quality. However, scanning at a higher resolution creates a larger file size and takes longer to scan. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan.

To scan an item:

1. Open the scanner cover, place the item face down onto the lower left edge of the scanner glass, and close the cover.
2. If PaperPort isn't running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.



Note: When scanning from other Twain software, choose **Acquire** from the **File** menu. Other Twain software usually will not have a Twain button.

The Visioneer Scan Manager dialog box appears.

Select one of these pre-set options if it's appropriate for how you want to use the scanned item.

If you don't want to use a pre-set option, select new settings here to manually configure the scan.

Click Preview to see what the image will look like. The Preview image appears in the window.

If the image is what you want, click Scan.

If not, adjust the settings or select a new pre-set option and click Preview again.



4. Select the options that you want for the scan.

Scan Page For—Select one of these pre-set options if you want to use it for scanning. These options are optimized for the various uses of scanned images, such as scanning for editing text or scanning in color. For more information about these settings, see “The Predefined Scan Settings” on page 33. If you don't want to use one of these pre-set options, you can manually select the scan configuration options. Note that when you select a pre-set option scan configuration settings are for that pre-set option. You can also create your own custom configurations. See the Help information for details.

Scan Configuration—Use this section of the dialog box to manually select scan options for the image.

Mode—From left to right the three modes are color, grayscale, and black-and-white. The same symbols next to the pre-set options indicate their mode setting. Click a mode to select it for the scan.

Res—This is the resolution setting for the scan in dots-per-inch (dpi). The higher the dpi, the sharper the image. But higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork. Click the drop-down arrow and choose one of the resolution settings from the list.

Size—The page size for the image. If you want to use one of those pre-set sizes, click the drop-down arrow and choose the size from the list. If you want to create a custom size, click on the picture window and drag the mouse. A dotted box on the window indicates the page size, and the two number boxes—with the vertical and horizontal symbols next to them—show the actual page size in inches. You can also enter the vertical and horizontal sizes in those two number boxes.

AutoCrop—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the selections for Size.

Adv. Settings—Click this button to see advanced settings for scanning. See the Help information for details about the advanced settings.

Note: For more details about the Scan Manager's features, choose **PaperPort Help Topics** from the **Help** menu.

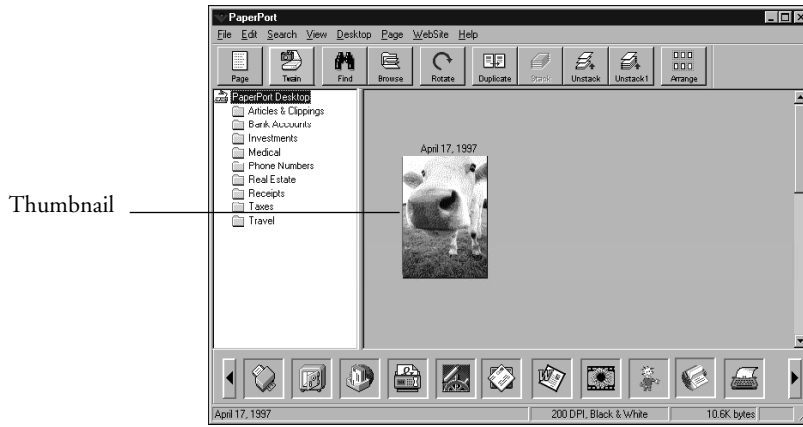
5. Click the **Preview** button.

The scanner scans the item and displays a preview using the options you selected.

6. Review the image to make sure it's what you want. Readjust the settings if necessary.

7. (optional) To see a preview again before scanning the final image, click the **Preview** button.
8. When you're satisfied with the image settings, click the **Scan** button.

The scanner now re-scans the item and displays the final image as a thumbnail on the PaperPort Desktop.



Please see the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD for more information about using the PaperPort software.

THE PREDEFINED SCAN SETTINGS

Selecting the proper scan setting before final scanning provides the best results for a scanned item. The scan setting determines the sharpness of the item and the number of possible shades of gray or color. These selections also affect the speed of the scan and the file size.

The predefined scan settings are described in the following table.

Scan Page For	Default Setting	To Scan	Description
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Photo—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. PaperPort's default setting.
Color Photo—Better Quality	Color 200 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items. If an item is currently displayed in the preview area, the changes you make using the Brightness and Contrast control bars are reflected in the preview item.

To adjust brightness and contrast:

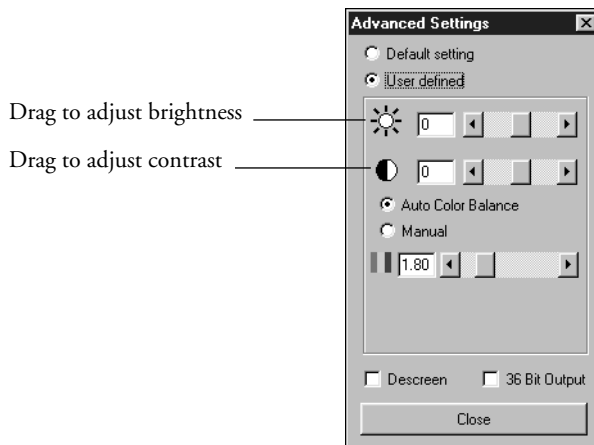


1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The Visioneer Scan Manager dialog box appears.

2. Click the Adv. Settings button on the Scan Manager.

The Advanced Settings dialog box appears.



3. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter. When you release the mouse button, the change is reflected in the preview item.

4. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

See the Help information for more details about the Advanced Settings dialog box.

CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

VISIONEER ONE TOUCH 5300 SCANNER SPECIFICATIONS

Bit Depth	36-Bit color (internal), 12-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 300 x 600 dpi Maximum resolution (interpolated): 2400 x 2400 dpi
Maximum Item sizes	8.5 x 11.69 inches (21.6 x 29.7 cm)
Scanner dimensions	
Height	3.4 inches (8.5 cm)
Width	11.4 inches (29.0 cm)
Length	17.3 inches (44.0 cm)
Weight	5.7 pounds (2.6 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power supply	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
Safety and agency certifications	UL, ULc, GS, FCC Class B, VCCI Class 2, CE
Hardware warranty	One-year limited warranty

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